

**To:** [Ex. 6 - Personal Privacy]  
**Cc:** [Ex. 6 - Personal Privacy] Phillips, Anna[Phillips.Anna@epa.gov];  
Chmielewski, Kevin[chmielewski.kevin@epa.gov]  
**From:** Kasman, Mark  
**Sent:** Fri 5/12/2017 1:47:16 PM  
**Subject:** RE: Hotel+Delegation List

[Ex. 6 - Personal Privacy]

Thank you very much for your assistance. That is great news.

Mark

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Friday, May 12, 2017 9:43 AM  
**To:** [Ex. 6 - Personal Privacy] Kasman, Mark <Kasman.Mark@epa.gov>  
**Cc:** [Ex. 6 - Personal Privacy]  
**Subject:** RE: Hotel+Delegation List

Michael, Mark.

I have made all the changes as follows:

Advance Team : 30 May ( pre reg. arrival 31<sup>st</sup> May )- 10 June

*Kevin Chmielewski (advance)*

*Millan Hupp (advance)*

*Mark Kasman (Director, Bilateral and Regional Affairs)*

**Ex. 7(c)**

Delegation arrival: 5 June ( pre reg. arrival 6 June ) – 10 June

*Administrator(+wife)*

*Ryan Jackson (Chief of Staff)*

*Samantha Dravis (AA for Policy)*

*Jane Nishida (Acting AA for International)*

*Lincoln Ferguson (Press Secretary)*

*Sarah Greenwalt (Administrator's Office)*

**Ex. 7(c)**

6 Rooms for the night of the 12<sup>th</sup> of June

Administrator (Mrs. Pruitt)

**Ex. 7(e)**

2 Staff people

The hotel has not charged any cancellation fee for the reduction of the delegation.

Of course from now on we will fall into the cancellation policy

Let me know if it looks ok

Ex. 6 - Personal Privacy

**Official**

**UNCLASSIFIED**

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Friday, May 12, 2017 1:14 PM  
**To:** Kasman, Mark; [Ex. 6 - Personal Privacy]  
**Subject:** RE: Hotel+Delegation List

Understand and really appreciate it. Hate that you have to do the back and forth. Just happened this is becoming a time issue now.

V/R

[Ex. 6 - Personal Privacy]

**Official**

**UNCLASSIFIED**

**From:** Kasman, Mark [mailto:Kasman.Mark@epa.gov]  
**Sent:** Friday, May 12, 2017 1:07 PM  
**To:** [Ex. 6 - Personal Privacy]  
**Subject:** RE: Hotel+Delegation List

Ok. Just trying to shield Embassy/Rome from the many changes that are happening on this side.

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Friday, May 12, 2017 7:04 AM  
**To:** Kasman, Mark <Kasman.Mark@epa.gov>; [Ex. 6 - Personal Privacy]  
[Ex. 6 - Personal Privacy]

**Subject:** RE: Hotel+Delegation List

Mark,

[Ex. 6 - Personal Privacy] had to send the email. It would be easy to take away a room than add one though. Let us know either way what the answer is, but we went forward with the 6 rooms for now. Will address any differences afterwards, if any.

V/R

[Ex. 6 - Personal Privacy]

**Official**

**UNCLASSIFIED**

**From:** Kasman, Mark [mailto:[Kasman.Mark@epa.gov](mailto:Kasman.Mark@epa.gov)]  
**Sent:** Friday, May 12, 2017 12:50 PM  
**To:** [Ex. 6 - Personal Privacy]  
**Subject:** RE: Hotel+Delegation List

I am awaiting confirmation from the Administrator's office on how many rooms will be needed. As you have seen, they have changed the numbers many times.

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Friday, May 12, 2017 2:57 AM  
**To:** [Ex. 6 - Personal Privacy]  
**Cc:** Kasman, Mark <[Kasman.Mark@epa.gov](mailto:Kasman.Mark@epa.gov)>  
**Subject:** RE: Hotel+Delegation List

I am making a command decision based on conversations with EPA.

Confirming 6 rooms for below:

Administrator (Mrs. Pruitt)

**Ex. 7(e)**

2 Staff people

V/R

**Ex. 4 - Personal Privacy**

**Official**

**UNCLASSIFIED**

**From:** **Ex. 6 - Personal Privacy**

**Sent:** Friday, May 12, 2017 8:00 AM

**To:** **Ex. 6 - Personal Privacy**

**Subject:** FW: Hotel+Delegation List

**Ex. 6 - Personal Privacy** I need an answer urgently.

As I am making changes with the hotel I want to make sure that for the 12<sup>th</sup> of June these people are confirmed.

Please let me know asap

Thank you

**Ex. 6 - Personal Privacy**

Privacy/PII

This email is UNCLASSIFIED.

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Thursday, May 11, 2017 8:56 PM  
**To:** Kasman, Mark; [Ex. 6 - Personal Privacy]  
**Cc:** [Ex. 6 - Personal Privacy]; [Ex. 7(c)] Chmielewski, Kevin;  
Hupp, Millan; Phillips, Anna; Doroski, Brenda; [Ex. 7(c)]  
**Subject:** Re: Hotel+Delegation List

Mark please confirm, so I can send the complete information to the hotel and see what they say.

Thank you

[Ex. 6 - Personal Privacy]

Sent from my BlackBerry 10 smartphone.

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Thursday, May 11, 2017 17:47  
**To:** Kasman, Mark; [Ex. 6 - Personal Privacy]  
**Cc:** [Ex. 6 - Personal Privacy]; [Ex. 7(c)] Chmielewski, Kevin;  
Hupp, Millan; Phillips, Anna; Doroski, Brenda; [Ex. 7(c)]  
**Subject:** RE: Hotel+Delegation List

Mark this are confirmed for the night of the 12<sup>th</sup>:

Rooms for:

Administrator (Mrs. Pruitt)

**Ex. 7(e)**

2 Staff people

Correct?

**Ex. 6 - Personal Privacy**

**Official**

**UNCLASSIFIED**

**From:** Kasman, Mark [mailto:Kasman.Mark@epa.gov]

**Sent:** Thursday, May 11, 2017 5:19 PM

**To:**

**Cc:** **Ex. 6 - Personal Privacy**

**Ex. 7(c)**

Chmielewski, Kevin;

Hupp, Millan; Phillips, Anna; Doroski, Brenda;

**Ex. 7(c)**

**Subject:** RE: Hotel+Delegation List

Yes, that sounds right.

If RSO/PSD are unable to work out the security issue, then we might have to find rooms for **Ex. 7(c)** in Rome at some point. If we would be charged the same cancellation fee regardless, we may want to keep them in for the queue for the time being. RSO/PSD are in discussions with Italians to work this issue out, but otherwise we do not need **Ex. 7(c)** in Rome. If we are getting a courtesy cancellation from the hotel, then we can include them in the cancellation now.

Mark

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Thursday, May 11, 2017 11:10 AM  
**To:** Kasman, Mark <Kasman.Mark@epa.gov> [Ex. 6 - Personal Privacy]  
**Cc:** [Ex. 6 - Personal Privacy]  
[Ex. 7(c)]  
Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>;  
Phillips, Anna <Phillips.Anna@epa.gov>; Doroski, Brenda <Doroski.Brenda@epa.gov>;  
[Ex. 7(c)]  
**Subject:** RE: Hotel+Delegation List

Sorry Mark, just two quick questions.

So total rooms are now 12 for Rome? We are cancelling the 2 Buffer rooms ( which we were holding at no cost ) + 4 rooms that are in cancellation penalty. Correct?

And you still need rooms( advance and delegation ) reserved from the previous night in order to guarantee the early check in, correct?

Please let me know

Thank you

[Ex. 6 - Personal Privacy]

**Official**

**UNCLASSIFIED**

**From:** Kasman, Mark [mailto:Kasman.Mark@epa.gov]  
**Sent:** Thursday, May 11, 2017 4:43 PM  
**To:** [Ex. 6 - Personal Privacy]  
**Cc:** [Ex. 6 - Personal Privacy] [Ex. 7(c)] Chmielewski, Kevin;  
Hupp, Millan; Phillips, Anna; Doroski, Brenda; [Ex. 7(c)]  
**Subject:** RE: Hotel+Delegation List

Thank you so much for your help Sandra and Lee. We will be canceling the rooms for Brady,



J.P. and the two buffer rooms, as well as moving the reservations back one day for both the Rome and Delegation Advance.

I have updated the list of advance arrival, delegation arrival, and Bologna security and staff. I know that we still owe you flight information for everyone. There is an ongoing issue with RSO as to whether the two security for Bologna would need to come through Rome or not, but we are hoping not.

Advance Arrival (May 31):

*Kevin Chmielewski (advance)*

*Millan Hupp (advance)*

*Mark Kasman (Director, Bilateral and Regional Affairs)*

**Ex. 7(c)**

Delegation arrival (June 6):

*Administrator(+wife)*

*Ryan Jackson (Chief of Staff)*

*Samantha Dravis (AA for Policy)*

*Jane Nishida (Acting AA for International)*

*Lincoln Ferguson (Press Secretary)*

*Sarah Greenwalt (Administrator's Office)*

**Ex. 7(c)**

Security for Bologna:

**Ex. 7(c)**

Staff for Bologna:

*Hodayah Finman (EPA G-7 Senior Advisor)*

**From:** Ex. 6 - Personal Privacy

**Sent:** Thursday, May 11, 2017 7:37 AM

**To:** Kasman, Mark <Kasman.Mark@epa.gov> Ex. 6 - Personal Privacy Ex. 7(c)  
Ex. 7(c)

**Cc:** Ex. 6 - Personal Privacy

Ex. 7(c)

**Subject:** RE: Hotel+Delegation List

Let me know also if you need the buffer room or not.

Will wait for you before sending the email to the hotel

Ex. 6 - Personal Privacy

**Official**

**UNCLASSIFIED**

**From:** Kasman, Mark [mailto:Kasman.Mark@epa.gov]

**Sent:** Thursday, May 11, 2017 1:34 PM

**To:** Ex. 6 - Personal Privacy Ex. 7(c)

**Cc:** Ex. 6 - Personal Privacy Ex. 7(c)

**Subject:** RE: Hotel+Delegation List

Ex. 6 - Personal Privacy

Let me double check on advance team and provide you the names.

We will definitely be coming a day later, but I want to make sure that team is still the same as we thought.

Mark

**From:** Lee, Michael D [mailto:LeeMD2@state.gov]

**Sent:** Thursday, May 11, 2017 7:24 AM

**To:** [REDACTED] Ex. 6 - Personal Privacy; Kasman, Mark <Kasman.Mark@epa.gov>; [REDACTED] Ex. 7(c)

**Cc:** [REDACTED] Ex. 6 - Personal Privacy

**Subject:** RE: Hotel+Delegation List [REDACTED] Ex. 7(c)

[REDACTED] Ex. 6 - Personal Privacy

1) Advanced is still 7 people.

2) 17 people total coming (this includes Mrs. Pruitt), but I believe the other two rooms were a buffer as arranged before. So a total of 18 is correct.

Mark – Please confirm number 2 holds true.

V/R

[REDACTED] Ex. 6 - Personal Privacy

**Official**

**UNCLASSIFIED**

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Thursday, May 11, 2017 1:16 PM  
**To:** [Ex. 6 - Personal Privacy]; Kasman, Mark; [Ex. 7(c)]  
**Cc:** [Ex. 6 - Personal Privacy]; [Ex. 7(c)]  
**Subject:** RE: Hotel+Delegation List

[Ex. 6 - Personal Privacy] I am sending the email to the hotel and I need to know :

- 1) Advance 7 people?
- 2) We had before a total of 18 rooms , now we have only 17 – Security person dropped?

Please let me know urgently

Thank you

[Ex. 6 - Personal Privacy]

**Official**

**UNCLASSIFIED**

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Thursday, May 11, 2017 10:27 AM  
**To:** [Ex. 6 - Personal Privacy]; Kasman, Mark; [Ex. 7(c)]  
**Cc:** [Ex. 6 - Personal Privacy]; [Ex. 7(c)]  
**Subject:** RE: Hotel+Delegation List

[Ex. 6 - Personal Privacy]

Apologies, forgot to add that we need 6 rooms for an overnight on Monday, June 12. Below are the EPA folks coming back to Rome to depart from FCO.

Rooms for:

Administrator (Mrs. Pruitt)

**Ex. 7(e)**

2 Staff people

V/R

**UNCLASSIFIED**

**Official**

**UNCLASSIFIED**

**From:** **Ex. 6 - Personal Privacy**  
**Sent:** Thursday, May 11, 2017 9:46 AM  
**To:** **Ex. 6 - Personal Privacy**; Kasman, Mark; **Ex. 7(c)**  
**Cc:** **Ex. 6 - Personal Privacy**; **Ex. 7(c)**  
**Subject:** Hotel+Delegation List

Ciao **Ex. 6 - Personal Privacy**/Mark/ **Ex. 7(c)**

Not sure you got the news yet, but there has been a change to the visit. The advance crew will now arrive on Wednesday, May 31 and the rest of the delegation will arrive Tuesday, May 6. Of course this still means we need the hotels reserved the day prior as well, so everyone can check-in directly. Could you please check if the hotel would forgive the cancellation, if not could you give me the total cost of the cancellation fees, so I am able to plug that into the budget for EPA? Thank you!

Mark/<sup>Ex. 7(c)</sup> - Who is supposed to be the seventh name coming on advance? I figured it would be another security, but realized that three would have to travel alongside the Administrator, correct? Or is it one of the staff folks on the delegation arrival list below that should be moved to the advance? All folks accounted for below, just a matter of who is placed where. Thank you!

Advance Team ?? people:

*Kevin Chmielewski*

*Millan Hupp*

*Mark Kasman*

**Ex. 7(c)**

*Name?*

Delegation arrival:

*Administrator(+wife)*

*Ryan Jackson*

*Samantha Dravis*

*John Peter (J.P.) Freire*

*Jane Nishida*

*Lincoln Ferguson*

*Sarah Greenwalt*

**Ex. 7(c)**

**Ex. 7(c)**

**\*Note:** Will be sending a separate email with budget today.

V/R

**Ex. 6 - Personal Privacy**

**Official**

**UNCLASSIFIED**

**From:** **Ex. 6 - Personal Privacy**

**Sent:** Friday, May 05, 2017 7:50 PM

**To:** Kasman, Mark

**Cc:** **Ex. 6 - Personal Privacy**

**Subject:** RE: From Mark Kasman

Thank you Mark

No worries will wait for the others once they get them

**Ex. 6 - Personal Privacy**

Privacy/PII

This email is UNCLASSIFIED.

**From:** Kasman, Mark [mailto:Kasman.Mark@epa.gov]

**Sent:** Friday, May 05, 2017 5:11 PM

**To:** [REDACTED]  
**Cc:** [REDACTED] **Ex. 6 - Personal Privacy**

**Subject:** RE: From Mark Kasman

[REDACTED]  
Ex. 6 - Personal Privacy

Here are the credit card numbers that I have so far to guarantee the hotel rooms. A few people don't have their official cards yet.

Mark

**From:** [REDACTED] **Ex. 6 - Personal Privacy**

**Sent:** Friday, April 28, 2017 2:42 AM

**To:** Kasman, Mark <Kasman.Mark@epa.gov>

**Cc:** [REDACTED] **Ex. 6 - Personal Privacy**

[REDACTED] **Ex. 6 - Personal Privacy**

**Subject:** RE: From Mark Kasman

Hi Mark and thank you

I will give your credit card to the hotel to hold the rooms until you get all the others and then send it to me in one shot.

I would like to have all the credit card info by the end of next week

Thank you

[REDACTED]  
Ex. 6 - Personal Privacy



Privacy/PII

This email is UNCLASSIFIED.

**From:** Kasman, Mark [<mailto:Kasman.Mark@epa.gov>]

**Sent:** Friday, April 28, 2017 3:53 AM

**To:**

**Cc:**

**Ex. 6 - Personal Privacy**

**Subject:** From Mark Kasman

Hi

Ex. 6 - Personal Privacy

How do you prefer to handle the credit card information? Do you want the individuals to send you separately, or do you prefer that we collect it all in one document to send you? If separately, here is my information.

Mark S. Kasman

**Ex. 6 - Personal Privacy**

Thanks again, Mark